

14 July 1978

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]

SUBJECT: Minutes of ADMAG Meeting with the DDA, 11 July 1978

STATINTL

1. (U) A meeting was held with Mr. Blake, DDA, Mr. Malanick, A/DDA, and [REDACTED] EO/DDA on 11 July 1978 in the DDA Conference Room. ADMAG members present were:

STATINTL



MG
Security
Logistics
Communications
Finance
Data Processing

STATINTL

2. (U) Mr. Blake opened the meeting by extending offers to ADMAG to assist in any way possible to get ADMAG moving on constructive activities. He volunteered to make available speakers such as Omega Ware, Herbert Hetu, and [REDACTED]. He also suggested ADMAG members consider attendance at the 8:30 A.M. DDA Staff meetings and offered access to office activity reports on a controlled basis.

3. (U) Mr. Blake suggested the following activities as possibly being of interest to ADMAG:

a. Audit the Trends and Highlights course to provide an independent critique of the course.

b. Provide suggestions for other DDA courses for new employees.

c. Attend sessions of individual office level MAGs.

STATINTL

4. (U) At this point, [REDACTED] raised the question of whether ADMAG was worth keeping. Mr. Blake responded that this question was legitimate, at least partially, since many problems and problem areas have been covered by previous ADMAGs. Nevertheless, he indicated his continuing desire to have an effective ADMAG. Mr. Malanick stated that ADMAG was necessary in order for top management to maintain a capability to know what is bugging people and to be able to identify problems.

ADMINISTRATIVE-INTERNAL USE ONLY

SUBJECT: Minutes of ADMAG Meeting with the DDA, 11 July 1978

5. (U) Mr. Blake then suggested that ADMAG could provide useful service to him by sensing employee reaction to new policy as reflected in employee notices and as implemented by DDA offices. He gave examples such as parking at Headquarters, security briefcase checks, and Headquarters visitor control.

6. (U) [REDACTED] requested that ADMAG get itself organized in terms of selecting activities for the coming months and meet again with DDA management the first week of August. This was agreed and Mr. Blake, Mr. Malanick, and [REDACTED] left the meeting.

7. (U) ADMAG then considered the above discussions with DDA management. The current chairman, [REDACTED], introduced several potential action items and agreement was reached to discuss them as well as the points raised by Mr. Blake at a meeting scheduled for 17 July at 3:00 P.M. in the DDA Conference Room. Members were asked to bring a written list of action items.

STATINTL

[REDACTED]